**College Recruitment Advisor Standard Job Description**



**Classification Title:** College Recruitment Advisor

**FLSA Exemption Status:**Exempt

**Pay Grade:** 6

**Job Description Summary:**

The College Recruitment Advisor, under direction, assists high school students to research, apply to and enroll in colleges that will serve them well.

**Essential Duties and Responsibilities:**

**40% Admissions and Financial Aid Advising**

* Assists students and families seeking admissions and financial-aid advice. Encourages students to consider a broad range of college choices.

Helps students develop a comprehensive college timeline, including application deadlines for admissions and financial aid.

Aids students in completing and submitting admissions, scholarships, and financial aid applications.

Assists students in interpreting correspondence from colleges, including offers of admission and financial aid.

**20% Program Development and Community Engagement**

* Organizes group events that encourage students and families to consider, plan for, and apply to colleges and universities.
* Visits classrooms, assemblies, and club meetings to offer advisement services and emphasize the importance of postsecondary education.
* Visits feeder middle schools to encourage early planning for college.
* Works with local community groups to provide events outside school settings and hours.

**10% Program Assessment and Reporting**

* Assists in the efforts of other advisers within the service area and in the assessment and long-term sustainability of the program.
* Helps organize, provide support for, and attend evening and weekend events organized by other advisers.
* Assists the supervisor and staff in identifying, collecting, and interpreting key progress and outcome variables to evaluate the effectiveness of the program.
* Submits monthly progress reports documenting progress and outcome data.

**10% Relationship Building**

* Establishes working relationships with principals, counselors, and teachers.
* Assesses the needs of each school and adapts programs and activities accordingly.
* Actively seeks the advice and counsel of the on-site supervisor at each partner high school.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s Degree. An equivalent combination of education and experience may be considered.
* No prior experience required.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to comprehend oral and written instructions.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**☐ Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**